

The Office of Personnel Services and Benefits' Employee Relations Division is here to help Maryland State government's most valuable resource — **YOU**, the State employee. Staffed with experienced personnel specialists, the Division focuses on resolving employee grievances and disciplinary appeals before such issues are forwarded to the Office of Administrative Hearings for adjudication. The responsibilities of the Division also include mediation services, the State Employees' Leave Donation Program and the Leave Bank, and providing technical assistance to State employees concerning personnel issues.

We want you to think of us when you are unable to resolve a workplace problem.

## **MEDIATION**

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The Employee Relations Division offers confidential mediation assistance to employees and managers who are experiencing conflict with one another in the workplace. Mediation occurs in an informal, relaxed atmosphere. Each party is given the opportunity to effectively communicate his or her thoughts about the issues with the assistance and facilitation of the mediator.

Many employees find that mediation aids in dealing with present and future conflicts in a more effective manner. Participation is voluntary. Employees and managers who are interested in mediation services should contact us at 410-767-4943 or 1-800-411-5123.

## **SETTLEMENT PROCESS**

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A settlement conference is held in every unresolved grievance and disciplinary action appeal. Our goal is to settle every case so that a hearing is not necessary. The benefits of settling cases include: certainty of outcome, quick resolution of issues, and management/employee participation in reaching mutually satisfactory agreements.

Employees and managers who have questions about this process or general questions about the grievance and disciplinary action appeals process should contact us at 410-767-4943 or 1-800-411-5123.

## **STATE EMPLOYEES' LEAVE BANK**

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The State Employees' Leave Donation Program and Leave Bank was established on June 9, 1995.

The State Employee's Leave Bank is not an entitlement, but an employee donation program that allows employees in the State Personnel Management System, as well as employees in independent personnel systems **who elect to participate**, to receive leave for a serious and prolonged medical condition. Employees who wish to join must donate at least 8 hours of unused annual, personal or sick leave (or a combination of the three) to become eligible members for two years. Donating employees who use sick leave to join the Bank must retain

a sick leave balance of at least 240 hours after their donation.

The purpose of the Leave Bank is to provide leave for an eligible State employee who meets all of the following criteria:

- Exhausted all accrued leave;
- Has a "serious or prolonged medical condition";
- Has a meets standards or above PEP evaluation within the last two years;
- Has had no disciplinary action within twelve months of the request for leave; and
- Has not been on a one-day medical certificate requirement within the last two years of the date of the request.

Employees desiring to become members of the Leave Bank must complete the Bank's MS 402 form during the State's Health Benefits/Leave Bank **"Open Enrollment Period"**. **New enrollees must** serve a 90-day waiting period to be eligible to make application for leave from the Leave Bank. A single donation provides the donating employee a two-year membership. New employees must join within the first sixty days of their entry-on-duty date or they may join during the next open enrollment period.

It is important to know that approval of leave from the Bank is discretionary and that leave may be denied for any reason which is consistently applied and that is not illegal or unconstitutional. Interested employees should contact their personnel representative.

### **TELEPHONE NUMBERS**

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**Maryland Department of  
Budget & Management**

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